

ASSESSMENT WORKPLAN

City of Fort Collins, CO

Work plan for CERCLA Section 104(k) Assessment Cooperative Agreement
October 1, 2015 – September 30th, 2018

1. GOAL 3: Healthy Communities and Ecosystems

Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Sub-objective 3.2.3 - Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Fort Collins, CO, as a general purpose unit of local government, was selected for Assessment funding in the FY 2015 competition.

The first step in assessment will be the identification of potential properties to be considered under this project, and developing and implementing a site prioritization scheme. Five potential properties and/or areas of high priority have been previously discussed. Criteria for properties to be selected will be based upon a number of factors, including fit with City Plan goals, developer interest, known past operations, suspected past operations, community input, visual inspections, known environmental issues, suspected environmental issues, and storm water management/flooding issues. In addition to these criteria, final site selection will focus on those properties that are a redevelopment priority, and have the greatest potential to adversely impact the environment and the health and wellbeing of the community.

The Coalition will use our \$500,000 Brownfields Coalition Assessment Grant to initiate and support brownfield redevelopment in our Target Area of Fort Collins where such redevelopment will reduce threats to health, welfare, and the environment; eliminate blight; and create economic stimulus in the form of new jobs, taxes, and economic activity by accommodating the current and future demand for growth in Fort Collins and Larimer County. Assessment Grant funds will also be used to assess and support projects that will lead to increased and improved storm water management and allow for improved river access to our City residents. Through these projects, critical flooding hazards and water-quality issues will be addressed. Such projects will in turn lead to increased protection of the local waterways and expansion of green space within the City.

2. FUNDING: \$300,000 Hazardous Substances; \$200,000 Petroleum

3. BUDGET:

"The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a)." Our original grant application requested a \$600,000 Coalition Grant Award; however, the final award to our Coalition was reduced to \$500,000. The costs reflected in this budget table indicate an award of \$500,000.

Task Description	Task 1 Programmatic Costs	Task 2 Community Outreach	Task 3 Site Inventory, Selection and Planning	Task 4 Site Assessment	Task 5 Remed. Planing	Total Budget
Travel – H	\$1,500					\$1,500
Travel – P	\$1,500					\$1,500
Supplies – H	\$250	\$1,250				\$1,500
Supplies – P	\$250	\$1,250				\$1,500
Contractual * – H	\$14,000	\$10,000	\$25,000	\$228,000	\$20,000	\$297,000
Contractual * – P	\$14,000	\$25,000	\$25,000	\$128,000	\$5,000	\$197,000
Personnel – In Kind	\$3,000	\$5,000	\$4,500		\$2,500	\$15,000
Total Budget	\$	\$	\$	\$	\$	\$515,000

H – hazardous substances; P – petroleum

* – The Coalition will comply with procurement procedures outlined in 40 CFR 31.36

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight (Utilize task descriptions from proposal.)

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
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Obtain QEP and legal services (if necessary, ...) <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant • Conduct annual performance evaluations on consultant • Obtain legal services for title searches, regulation interpretations, etc. • Prepare Coalition Memorandum of Understanding (MOU) for signatures 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort • Create working MOU agreement defining roles of coalition partners 	<ul style="list-style-type: none"> • Anticipated to be in August 2015 • Ongoing • Ongoing • Ongoing • Creation/execu tion of a MOU in Sept. 2015 	
Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare final report describing how each item in the workplan was addressed and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	<ul style="list-style-type: none"> • Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur 	
Records: <ul style="list-style-type: none"> • Maintain grant files • Establish and maintain administrative record • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	<ul style="list-style-type: none"> • Continuously throughout grant period • We will maintain administrative records for project 	
Requests for Reimbursements or Advances	Outputs: <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	<ul style="list-style-type: none"> • Continuously throughout grant period 	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields conference Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	<ul style="list-style-type: none"> • Summer 2015 (Region 8 Meeting) and Sept 2015 EPA BF Conference 	
Etc.			

Task 2: Community Involvement

Task 2 - Community Involvement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
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Task 2 - Community Involvement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<ul style="list-style-type: none"> • Establish Brownfields steering committee • Ensure that commitments made by stakeholders in proposal are implemented. 	<p>Outputs:</p> <ul style="list-style-type: none"> • Bi-monthly meetings, meeting agendas, attendance lists and meeting notes <p>Commitments from CBOs</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • An active and motivated workgroup driving Brownfields initiatives 	<ul style="list-style-type: none"> • Hold twice monthly project management team (PMT) planning meetings with team 	
<ul style="list-style-type: none"> • Develop Marketing Materials: • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update website • Hold a developer recruitment forum 	<p>Outputs:</p> <ul style="list-style-type: none"> • Three Color brochures; one FAQ insert(s); one easy to navigate and attractive project website; one public relations plan • Meetings with interested investors and developers in project area <p>Outcomes:</p> <ul style="list-style-type: none"> • Up-to-date marketing tools to promote project work and disseminate information 	<ul style="list-style-type: none"> • Spring 2016 • Summer 2016 • Jan. 2016 	
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> • Meet w/ local community organizations and inform elected officials • Publish program info in local papers and post notices in town halls & community centers 	<p>Outputs:</p> <ul style="list-style-type: none"> • Give BF presentations at 6 meetings during course of the grant period • Three round of ads/postings in local target areas <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites • Direct effort to meet needs and desires of community 	<ul style="list-style-type: none"> • 2015 & 2016 • Winter 2015 and Summer 2016 • Continuous • Continuous 	
<p>Hold local public meeting on Phase II sites:</p> <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	<p>Outputs:</p> <ul style="list-style-type: none"> • Minimum two local public meeting, presentation materials, attendance list <p>Outcomes:</p> <ul style="list-style-type: none"> • Encourage public participation and support of BF project(s) going forward 	<ul style="list-style-type: none"> • Within 30 days following completion of report 	
Etc.			

Task 3: Site Inventory and Phase I Assessments

Task 3 - Site Inventory & Phase I Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	<ul style="list-style-type: none"> Dec/2015 Jan/2016 	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Convene steering committee meeting to rank and prioritize sites Choose initial sites for Phase I investigation Evaluate site access issues For each selected site, provide site eligibility information to EPA (or State for petroleum sites) for review Obtain EPA(or State) site eligibility approval document for Phase I 	Outputs: <ul style="list-style-type: none"> Planning meetings; 12- 15 eligible sites identified in initial inventory search Estimate eight additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> Six to nine brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) Approval of Petro & Haz Mat. SEDs 	<ul style="list-style-type: none"> On-going from Nov/15 thru Feb/16 May/16 March 2016 On-going 	
Area-Wide Planning: <ul style="list-style-type: none"> Identify a brownfield-impacted area (neighborhood, district, city block, etc.) Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> Produce an area-wide plan for the brownfield impacted area Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> Future uses of at least eight properties in the area wide plan have been identified Next steps to implement the plan have been identified 	<ul style="list-style-type: none"> April 2016 May 2016 Summer 2016 Sept 2016 	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with consultant to discuss approved sites Consultant obtains access agreement and performs Phase I investigation Consultant submits draft Phase I report to project team members Team reviews/comments on draft Phase I Preparation of Phase I AAI Checklist for EPA Consultant submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> Planning meetings 12 -14 Phase I Report updated ACRES database Outcomes: <ul style="list-style-type: none"> Four to six High potential Brownfields sites assessed through Phase I Total acres assessed through Phase I 	<ul style="list-style-type: none"> Bi-monthly beginning 2015 Once per year after ESAs done Continuous Continuous 	
Etc.			

Task 4: Site-Specific Activities

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Phase II preparation: <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities 	Outputs: <ul style="list-style-type: none"> • Project planning meetings • 1 approved generic QAPP • Six to eight sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> • Four to six high priority sites identified for further investigation and potential redevelopment 	<ul style="list-style-type: none"> • Twice monthly • Feb 2016 - QAPP • TBD • TBD 	
Phase II investigation: <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained for final site-specific QAPP • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	Outputs: <ul style="list-style-type: none"> • One approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) including Sampling and Analysis Plan (SAP) and QAPP Crosswalk Document • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting Outcomes: <ul style="list-style-type: none"> • Four to six high priority sites with complete phase II assessments that are ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment and remediation (GSR) techniques utilized 	<ul style="list-style-type: none"> • Feb/March 2016 • TBD following Phase I ESAs • ACRES updates after project completion • TBD • TBD • Contemplated for every project site 	
Cleanup & reuse planning: <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Incorporate GSR principles/techniques into 	Outputs: <ul style="list-style-type: none"> • Hold three or more internal cleanup and reuse planning meeting(s) • Create five draft cleanup alternatives plans for discussion and implementation • Create three draft remedial action plans • GSR language in ABCA • update ACRES database • 1 or more public meetings on project 	<ul style="list-style-type: none"> • Late 2016 or 2017 • Late 2016 or 2017 • Late 2016 or 2017 • Upon completion of remedial remedy 	

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning	results and cleanup options and GSR • Organize developer / lender workshop and transaction forum Outcomes: • Estimated four to six properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup	• Late 2016 or 2017 • Summer 2016 • Prior to completion of Coalition Grant Cycle • TBD • Included in every ABCA and reuse plan	
Etc.			

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of Fort Collins, CO Coalition will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region VIII Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The Region VIII EPA crosswalk shall be submitted with each site-specific QAPP. QAPP approval will be obtained prior to performing any field activities. Our consultant team selected to assist the Coalition on the project will be selected based upon their working knowledge and experience with preparation of QAPPs, associated Crosswalk documents, and integration of same into Sampling and Analysis Plans (SAPs).

6. PRE-AWARD COSTS

The City Fort Collins, CO does not request at this time the approval of pre-award costs for this cooperative agreement.

7. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

As the EPA Area Wide Coalition Assessment grantee, our Coalition will comply with other requirements including but not limited to the following: Disadvantaged Business Enterprise (DBE) requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) and the Anti-Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

